

Town of Wenham
BOARD OF SELECTMEN
Meeting of Tuesday, February 19, 2013~ 7 PM
Wenham Town Hall, 138 Main Street

Minutes Approved March 19, 2013

Pursuant to the Open Meeting Law, M.G.L. Chapter 30A, §§ 18-25, written notice posted by the Town Clerk and delivered to all Board members, a meeting of the Board of Selectmen was held on Tuesday, February 19, 2013 at 7 PM in the Selectmen's Meeting Room in Town Hall.

With a quorum present, Ms. Martins called the Board of Selectmen meeting to order at 7:02 pm

Selectmen Present: Molly Martins, Chair; Patrick Wilson, Vice Chair; Ken Whittaker, Secretary

Also Present: Mark Andrews, Interim Town Administrator; Catherine Tinsley, Minutes Secretary

Public information

Agenda

Draft 2013 ATM Warrant

Abbreviations

BOS Board of Selectmen

FinCom Finance & Advisory Committee

FY Fiscal Year

ATM Annual Town Meeting

Announcements

Nomination Papers Timeline

ATM – April 6, 2013

Ballot Elections April 11, 2013

Nomination papers must be submitted by February 21, 2013

Candidates have until 1 pm on March 8, 2013 to withdraw

The Government Study Committee is holding a public input session on Thursday, February 28, 2013 at 6 pm in Town Hall; the Committee is meeting Friday, February 22, 2013 to finalize their recommendation to the BOS.

Old Business

Council on Aging (COA)

There are vacant seats on the COA. Residents interested in the COA will first meet with the Director and the COA Board who will then make a recommendation regarding appointment to the BOS.

Cemetery Commission

Dr. Barnard has recommended that Catherine Tinsley be appointed to the Cemetery Commission to fill out the remainder of Dot Maciejowski's term to the April 2013 elections.

VOTE: Mr. Wilson moved that Catherine Tinsley be appointed to the Cemetery Commission to fill out the remainder of the term to the elections on April 11, 2013. Mr. Whittaker seconded and the motion carried unanimously.

Iron Rail Commission

The BOS said they were aware of John Clemenzi's interest to serve on the Iron Rail Commission and requested a formal Letter of Intent be submitted by Mr. Clemenzi.

FY 2014 Budget - update

The FinCom continues to meet regularly regarding the FY14 Budget.

The BOS will meet jointly with the FinCom to discuss the proposed FY 2014 budget on Wednesday, February 27, 2013 at 6:30 pm.

Annual Town Meeting Warrant – Draft

After the ATM Warrant is closed, the BOS continues to have authority to add articles, but citizen's petitions are no longer accepted.
VOTE: Mr. Whittaker moved to close the Warrant for the April 6, 2013 ATM. Mr. Wilson seconded and the motion carried unanimously.

Mr. Andrews reviewed the draft warrant articles, noting the order of the articles may change.

Article 1 Election of Town Officers

Article 2 Budget Appropriations

Article 3 Authorize Grounds Maintenance Revolving Fund

Article 4 Wenham & Hamilton Maintenance Revolving Fund

Article 5 Emergency Service Cost Reimbursement

Article 6 Leveling Tax Rate

Article 7 Road Work -Chapter 90 Funds

Article 8 Cemetery and Other Trust Funds

Article 9 Cemetery Perpetual Care Funds

Article 10 Community Preservation Act (CPA) FY14 Appropriations*

Article 11 Standardize Language Relative to Enforcement of Animal Control Officer (?) Placeholder

Article 12 Government Study Committee (?) Placeholder

Article 13 Government Study Committee (?) Placeholder

Article 14 Citizen Petition: Town Clerk - Term Length

*The Selectmen requested the CPA Chair speak to the Committees recommendations at a BOS March Meeting.

Ms. Bailey, Remington Road suggested that substantive articles be toward the front of the warrant.

Elections Warrant – Vote to call the elections and to sign documents

Present: Trudy Reid, Town Clerk

Ms. Reid stated there are currently three elections in 2013.

April 11, 2013 Town Elections

April 30, 2013 State Primary (Senator)

June 25, 2013 State Senator Election

She informed the Selectmen that the State is allowing the local elections be held in conjunction of the State elections at the discretion of the individual towns/cities.

Ms. Reid explained that if the State/ local elections were held on the same day there would be two separate ballots, two separate check in/out, and additional staff needed. She said this would not save the Town financially and would potentially be confusing to voters. She recommended that local / State elections not be held on the same day but separately on the respective dates.

Ms. Reid reminded residents that all elections are held at the Town Hall.

The Town Clerk was recognized for her work in preparing her recommendation.

Police Accreditation

Present: Police Chief Tom Perkins; Captain Jeff Toby

Chief Perkins recognized Captain Toby for his work on the process toward accreditation and provided the BOS with a list of requirements for the accreditation including the Rules & Regulations manual, Police & Procedures manual.

Captain Toby reviewed that a few minor changes to the police station are needed to be in compliance; nothing structural.

He informed the BOS that the "mock assessment" is end of April / beginning of May 2013.

The Certification assessment is set by the State and has been scheduled for June 4, 5, 6 2013. Captain Toby will be assisting the assessment team that week.

It was the consensus of the BOS to accept and approve the Rules & Regulations for the Wenham Police Department as recommended by the Chief of Police.

On a side note, Mr. Andrews said he is working with the Department Heads to update the Policy & Procedure manual for the town employees.

Release of Executive Session (es) Minutes 2011

Mr. Wilson committed to review the es minutes of 2011 for release and make a recommendation at the March 5th meeting.

Mullen Rule

Mr. Whittaker explained by-law proposals to overcome the restrictions of the "Mullen Rule" to the BOS for consideration in Wenham. He briefly explained that in the event a member of a town Board/Committee/ Commission missed a meeting session, the proposed legislation allows the member to reconstitute their vote (and therefore not be subject to the Mullen Rule which would prevent voting by that member), if he/she certifies they have listened to and/or viewed the meeting, or read a transcript of the meeting, and viewed all materials associated with that meeting. This is limited to, and applies only to the absence of a single meeting session.

Mr. Whittaker read the bylaw, noting this mostly pertains to permitting boards.

Mr. Wilson supported this and suggested the Chairs review with their members the proposed bylaw and comment back to the BOS. It was noted that the language could be specific to Wenham.

Ms. Martins also supported the proposed bylaw, suggested that it be brought to town meeting and asked the Mr. Andrews to act expeditiously to draft an article for the 2013 ATM Warrant. Mr. Whittaker will work with Mr. Andrews in preparing the article.

Reports

Town Administrator

Preliminary Financial Services Recommendation for FY 2014 Budget

Mr. Andrews recommended the BOS move forward on a Request For Proposal (RFP) for financial services and accept bids from firms, groups, or individuals for FY14. He suggested the first quarter be a trial period.

Mr. Andrews reviewed the work completed by Bay State. Regarding the Finance Director position, he noted that there are many such posted positions in communications from the Mass Municipal Association.

He recommended that the BOS look at the option to move forward for RFP as chapter 30B to allow firms, groups or individuals to submit bids for financial services going into FY 2014, noting this can be tried for the first quarter prior to the Fall Town Meeting.

He went on to say the Finance Department is being evaluated to assess adequate staffing to meet the needs of the Town, and provide this service efficiently. Bay State has been charged to identify and clarify the functions of a Finance Director position.

Mr. Andrews was asked to provide the BOS with a comparison between the hiring of a Finance Director, including a salary and benefits, to outsourcing financial services, including consulting fees. The report would also include the hours, potential costs, savings, adjustments, responsibilities, reassignment of duties and overall financial impact.

Mr. Andrews also spoke about the consideration of the three entities (Wenham, Hamilton, HWRSD) sharing a Human Resource position, and how this could work for Wenham with potential cost savings and improved service.

It was the consensus of the BOS to support this concept going forward with the next step being an analysis of projected, costs, savings, responsibilities, adjustments, etc.

Community Innovation Challenge Grant Award 2013

Mr. Andrews reviewed that Wenham, Hamilton, and the HWRSD applied for the Community Innovation Grant a few months ago. The Tri-entities were awarded a \$30,000 grant to initiate an organizational plan, including legal services, for the three entities working together to implement a combined building and ground maintenance organization. The Collins Institute will be hired to begin the process; Wenham is the lead community.

A second grant will be sought for Munice Accounting software to supplement the process of instituting the combined organization. Wenham and Hamilton are also taking part in an energy assistance program that will identify areas and facilities that can be made more energy efficient, and carbon neutral.

Selectman

Fire Study Group - Update

Present: Fire Chief Blanchard

Chief Blanchard reported that the approach to fund option 1 (\$114,000) of the Fire Study has been broken down into phases to minimize the impact on the budget.

July 1, 2013 – The Fire Chief position will go full time

October 1, 2013 – the full time fire fighter is hired

January 1, 2014 - implement on call shifts

Total FY14 budget impact: \$81,000

Chief also spoke to the proposed warrant article to authorize the Fire Department to bill insurance companies for costs incurred responding to motor vehicle accidents; estimated revenue is \$20,000

Ms. Martins asked that Mr. Andrews contact the Town Hall/Police Station Building Committee Chair to request the Committee meet and release funds not used for the project to be used for other building related projects/improvements She asked this be done in time to be on the ATM Warrant if necessary.

Minutes - January 22, 2013; February 5, 2013

Mr. Whittaker asked the minutes be held for review and deferred action to the next meeting.

The BOS next meeting is March 5, 2013.

VOTE: Mr. Whittaker moved to adjourn at 8:37 pm and it was unanimous to do so.

Respectfully submitted by

Catherine Tinsley